



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 1/13/2014
 Employee Name: Gasim Dimbiti
 Job Title: orics 6 palletize
 Manager/Supervisor: somark heng

Type of Warning

Verbal Warning
 Written Warning
 Final Warning

Type of Offense

Tardiness/Leaving Early
 Absenteeism
 Violation of Company Policies
 Substandard Work
 Violation of Safety Rules
 Rudeness to Customers/Coworkers
 Other

Details

Description of Incident (Describe incident and list the date, time, and any witnesses present)

last week from Tuesday to Friday. You been punching in to early without permission. You suppose to punch in 10 min early to get your self ready only so your line start at 2.30pm you should punch in at 2.20pm. But in the record you been punching in at . tuesday 1.32pm , wednesday 1.25pm , thursday 1.25pm , friday 1.29pm .

Plan for Improvement:

you should not happen. You should not punching in and sit down in the break room , no punching in without supervisor permission . You can only punch in 10 minute early before your line start .

Consequences of Further Infractions:

if that still continue you will get written up warning , and 3rd time will be terminated .

Acknowledgement of Receipt of Warning

By signing this form, you confirm that you understand the information in this warning. You also confirm that you and your manager/supervisor have discussed the warning and a plan for improvement. Signing this form does not necessarily indicate that you agree with this warning.

Gasim Dimbiti
 Employee Signature

01-13-2014
 Date

Somark Heng
 Manager/Supervisor

01-13-2014
 Date

Witness Signature (if employee understands warning but refuses to sign)

Date

Ordered by: Name

REICHEL FOODS

Monday 01/13/2014

3:13p

Date range: 12/23/2013 - 01/12/2014

TIME CARD REPORT

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Code	Name	*** This employee has missing punches in the selected date range. ***										
DATE	DAY	CTGY.	START	STOP	HOURS	REG	OT1	OT2	OT3	UNPAID	TOTAL DOLLARS	
41695h	Dimbiti, Gasmin										7.65	
											8.20	
ABSENT											0.00	
											11.60	
											9.05	
											8.45	
								4.95			9.55	
								9.55			9.90	
											0.00	
ABSENT											0.00	
ABSENT											0.00	
											9.55	
											0.00	
ABSENT											0.00	
											8.05	
											8.05	
											9.35	
											8.90	
											0.10	
											9.50	
											9.50	
EMPLOYEE TOTALS						95.35	14.50	0.00	0.00	0.00	109.85	0.00

EMPLOYEE

SUPERVISOR